



State of Arizona
Department of Education

Jaime A. Molera
Superintendent of
Public Instruction

CN# 15-02

MEMORANDUM

To: National School Lunch, School Breakfast and Special Milk Program Administrators

From: Lynne Dulin, Director
Arizona Department of Education, Student Services Division

Date: August 31, 2001

RE: Welcome Back!

Whether you are a returning or a brand new sponsor this year, we welcome all of you and look forward to working with you throughout the coming year. We hope you had a safe and enjoyable summer. The 2001-02 school year has come very quickly for us and there are many update items. Enclosed in this packet are several memos relating to policy updates you need to be aware of. **Your attention to these memos is crucial; please carefully read through all of the memos enclosed in this packet.**

Also enclosed is a list of the current staff administering the National School Lunch, School Breakfast, and Special Milk Programs at the Arizona Department of Education. You will notice we have a couple of new staff members. We are happy to have Tristine and Ann on the School Nutrition Programs team and we are sure you will enjoy working with them. We are also expecting two new Specialists to be part of our team sometime in the near future.

Linda Rider, Team Leader	(602) 542-8782	lrider@ade.az.gov
Tristine Bogle, Specialist	(602) 542-8703	tbogle@ade.az.gov
Rose Cancellieri, Specialist	(602) 542-8704	rcancell@ade.az.gov
(Rose is also the Specialist for the Summer Food Service Program)		
Kim Sneed, Specialist	(602) 542-8711	ksneed@ade.az.gov
Ann Watson, Specialist	(602) 542-8740	awatson@ade.az.gov
Loren LaCorte, Specialist	(928) 226-0849 x13	llacort@ade.az.gov

The Student Services Division has opened a new office this summer in Flagstaff. Loren LaCorte is the specialist located there and is assigned to the Coconino and Navajo County Sponsors. Enclosed is a list with each Specialist listed and the Sponsors that person is assigned to. Please review this list to find which Specialist you should contact for questions relating to the School Nutrition Programs.

Next is a list of manuals you should already have if you are a continuing sponsor, or will be receiving if you are a new sponsor. If you do not have them or need an additional copy please contact your assigned specialist.

Child Nutrition Programs (CNP) Guidance Manual (Revised 1999): The *CNP Guidance Manual* addresses policies and regulations in all areas of the National School Lunch Program (NSLP) and School Breakfast Program (SBP). We are currently updating this manual and will send each Sponsor one copy when the revision is complete.

Residential Child Care Institution (RCCI) Guidance Manual: The *RCCI Guidance Manual* is the same as the *CNP Guidance Manual* but it is more specific to circumstances RCCI's and Juvenile Correction Centers face in administering the School Nutrition Programs.

Free and Reduced-Priced Handbook: The *Free and Reduced-Priced Handbook* gives detailed information about the free and reduced-priced determination regulations and the verification process.

Menu Workbook and Food Buying Guide: The *Menu Workbook and Food Buying Guide* provides information on menu planning options, Offer versus Serve, grain/bread requirements, production records and a buying guide to assist in ordering food for your menus. The United States Department of Agriculture (USDA) is in the process of updating this manual and is expected to publish it in January of 2002. One copy of the revised manual will be sent to each Sponsor.

USDA Quantity Recipes: The *USDA Quantity Recipes* manual contains quantity recipes generated by USDA.

Food Service Management Company (FSMC) Guidance Manual for School Food Authorities (SFA's): This manual is for any SFA currently contracting or considering contracting with a FSMC. The *FSMC Guidance Manual for SFA's* has detailed information on the requirements of contracting out your school food service.

Special Milk Program Booklet: The *Special Milk Program Booklet* addresses policies and regulations in all areas of the Special Milk Program.

Please read through the additional enclosed memos for more updated information on policy and regulation changes.